

Supplier Registration & Online Portal Guide



Step	Navigation						
1.	You will receive an email for a New Supplier Registration from a Bally's employee.						
	The email will provide a link to the Bally's Supplier Registration site to enter your company's information. Please follow the link to complete your new supplier setup or update an existing supplier. A step-by-step guide is below.						
	Bally's Supplier Portal 🕨 Inbox ×						
	© 5:07 PM (0 minutes ago) ☆ ⓒ ↔						
	Congratulations! A location at Bally's would like to engage your company as a supplier.						
	To start this process, you must register by clicking on the URL provided below.						
	New Supplier Registration						
	Attached you will find detailed instructions to complete your registration. The cycle time of this process usually takes up to 48 hours, however, it can vary based on the completeness of required information.						
	Thank you for your business partnership!						
	Bally's Supplier Maintenance						
	One attachment • Scanned by Gmail Caditys Sumplier Partal Overview - Read Oracle Supplier P						
2.	To register a new supplier, use the supplier registration URL corresponding to the Procurement BU that the supplier was invited to. Enter your email and click Send Access Code button.						

	Place company name here
	Supplier Registration Output Description Description
3.	After receiving your Access Code by email, proceed to indicate it and click Continue. Here's the access code you requested. UngepN8W The code expires in 15 minutes.
4.	 Enter company details a) Enter Company name in Company field. b) Enter Website c) Select Country d) Enter Taxpayer ID (You must enter your SSN or Federal Tax ID) (Required) e) Enter Tax Registration Number (if applicable) – Optional – Not all will have this number. f) Enter D-U-N-S Number (if applicable) - Not all will have this number. g) Select Organization Type – (From you W9 Tax Classification) i.e., Corp, LLC, etc. h) Select Type – What type of goods or services are provided? i) Enter Text in Note to Approver if needed. Optional – Not Required
	Click on Continue

computy D					1
Company		Website			* ¹ 5
Center a value.					
Country		Taxpaver ID			
Select a value.					Company Details
Tax Registration Numbe	2r	D-U-N-S Number			Contacts
Organization Type		▼ Supplier Type			Addresses
Corporation					Business Classifications
Note to Approver					Questionnaire
Attach tax, insurance, and	l other relevant docur	ments			
Enter Contact I Select Yes or N Select Yes or N If you select ye need?"	Informatio No to the c No to the c s, then er	on (First Name, L question "Is this question "Does t nable all check b	ast Name, Ei an administra his contact no oxes under "	mail, M ative co eed use What u	obile, Job title) ntact? er account?" ser roles does this co
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	Is this an administrative contact?	
	Administrative contact will receive general communications from us.	2 5
	Does this contact need a user account? User accounts will provide online access to supplier transactions and self-service tasks. Yes O No	
	What user roles does this contact need? Assign at least 1 user role to specify the responsibilities of the contact.	
	Supplier Self Service Administrator Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.	Company Details
	Supplier Bidder	Contacts
	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.	Addresses
	Ballys Supplier Portal Ballys custom role is not to edit the purchase orders by the supplier portal users.	Business Classifications
	 Ballys Supplier Accounts Receivable Specialist Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status. 	Questionnaire
	+ Add Another Contact	
6.	Enter an address name and address information with phor a. Enter Address Name (This is the name of the city or tow b. Click the checkbox for which this address applies; Rece Payments, Bid on RFQs, or some combination of the three c. Select Country from drop down menu. d. Enter Address Line 1 (Line 2 if required). e. Enter City from drop down menu. f. Select State. g. Enter Postal Code. h. Check box Under "Which Contacts are associated to this contact. i. Click on Add Another Address and repeat step 6 if requir j. Click on Save.	ne numbers. n of the remittance address). ive Purchase Orders, Receive s address?" for appropriate ed.

	Addresses		3 5
	Address 1 Address Name	団	
	Training Enter 240 or fewer characters.		Company Details
	What's this address used for? Select at least 1 purpose.		Contacts
	Receive Payments Bid o		Addresses
	Country/Region United States	•	
	Address Line 1 1234 Chicago Street Address Line 2	City CHICAGO	Business Classifications
	County State	Postal Code	Questionnaire
	COOK	00018	
	The click Continue.		
	Which contacts are associated to this address?		contacts
	Alaina I		Addresses
			Rusinges Classifications
	+ Add Another Address		Questionnaire
	Last updated 1 minute ago	Cancel Save Continue	
7.	A current W9 form for US based supp	liers or a W8 for non-	-US based suppliers is
	Select the most applicable classificati	on, add certification i	nformation and upload the
	documentation.		
	If more than one classification applies enter in the additional details.	s, click Add Another B	susiness Classification and
	Once all classifications and document	tations are completed	l, click Continue.

	Business classification 1			靣	4 _
	Classification W9 For for US Tax	•	Subclassification	-	
	Certifying Agency Other	Other Certifying Agency Brow	Certificate Number		
	Certificate Start Date	Certificate End Date			
	Notes				
	Attach current certificates and supporting documents		Â		
	Drag and Drop Select or drop files here.				Company Details Contacts
	URL	Add URL			Addresses
	No items to display.				Business Classifications
	+ Add Another Business Classification		Cased	Save	Questionnaire
8.	Fill out the questionna answered.	ire with all the correc	t and appropriate	e options. A	Il sections must be
	Supplier Registration			5 -	
	Questionnaire			0+5	
	Section 1 Section 2 Sec	tion 3 O Section 4 O		Company Detail	5
	Section 1 of 4			Contacts	
	1. What is the name of the Bally's contact	who requested registration?		Addresses	
				Business Classif	ications
	2. What is the email of the Bally's contact to Required	vho requested registration?		Questionnaire	
	Last updated 1 minute ago	Cancel	Save Submit		
9.	Review all the details	entered and save the	information.		
	End of Section 4 of 4				
	Previous Section	Next Section			
	Updated just now			Cancel S	Submit

10.	When all data has been entered, click the Submit button to submit for approval.
	End of Section 4 of 4
	Dravious Section Next Section
	Previous Section Next Section
	Updated just now Cancel Save Submit
11	Supplier Set-I In will review your registration. You will be able to track the status of your
	request via the Supplier Portal.
	You will receive an email with your Approval Notification when our Supplier Set-Up has
	reviewed and completed your setup. It is important to have email and phone contact
	information if the team has any questions regarding your setup.
	Congratulations! You may log in and see your invoice and payment details.
	Supplier Registration Request 236002 Was Approved
	Supplier Registration Reduces 250002 was Approved $ \Leftrightarrow \Rightarrow \Rightarrow \cdots$
	ED to • Rajender Reddy Pullannagari 22:11
	ClubCorp Enterprise (CC US PU)
	Your Supplier Registration Request was Approved
	Tour Supplier Registration Request was Approved
	Request 236002
	Number Request 17 October 2023
	Date
	Requested rajender.pullannagari@thehackettgroup.com By
	Company ABC Corp
	OUser account information will be sent in a separate email.

12.	Supplier Registration - Password Reset
	To reset your password, select Forgot Password on the Login Screen
	Sign In Oracle Applications Cloud
	Company Single Sign-On
	or
	User ID
	Bessword
	Password
	Forgot Password
	Sign In
	Enter in your email. Click forgot password and hit Submit
	Forgot Password
	* User Name or Email
	User Name or Email
	* Options
	○ Forgot user name
	Forgot password
	Submit Cancel

13.	Email confirmation to reset the password will be sent to the Supplier email on record
	Click the link to reset your password.
	Bally's:Oracle Fusion Applications-Password Reset Information 🔉 Inbox 🛪
	extw-dev1.fa.sender@workflow.email.ca-montreal-1.ocs.oraclecloud.com 4:58 PM (1 minute ago) to me -
	Dear Test 1,
	Congratulations! Your Oracle Fusion Applications account has been successfully created.
	Please follow the link below to reset your password.
	https://fa-extw-dev1-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=a7a3925a4a2a4c18b0817af128507e7a
	For any issues, contact your system administrator.
	Thank You, Bally's Admin Team Oracle Fusion Applications
14.	End of Supplier Registration and Password Reset